



Talent Management Specialist

Job Description

Department: Human Resources Management
Position: Career Service
Starting Step: 32, Table 14
Supervisory: No
Reports to: Talent Management Manager

Summary

The talent management specialist is responsible to support the talent management team to carry out an effective recruitment plan to ensure that the County is utilizing the best avenues to attract and retain top talent.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Support the talent management team to administer the recruitment and selection process.
2. Oversee the preparation of employment registers and ensures safe keeping of recruitment files according to retention schedule. Coordinates background check and other elements of the hiring process.
3. Attend career fairs, and assists in preparation of display boards and handouts. Collect resumes from potential applicants at job fairs.
4. Research and create a 'supply and service' affirmative action program (AAP) and 'construction' AAP for individual departments and make sure recruitment practices are in line with the plan.
5. Conduct annual audits and prepare materials for Commissioners to sign in support of our Equal Employment Opportunity (EEO) and AAP obligations.
6. Send out annual outreach letters to outside agencies to spread the message that we are an EEO/AAP employer.
7. Work closely with the recruiter to collect and coordinate aggregate data for the talent pipeline and analyze data to develop insights through data analysis to develop deliberate action plans at the appropriate levels.
8. Assist with new-hire orientation, as needed.
9. Track volunteer employees.
10. Serve as a secretary for Career Service Council.
11. Conduct training sessions covering specified areas such as on-the-job-training, refresher training, etc.
12. Maintain human resource training and licensing records.

For Office Use Only

Class Code: 3280
Class Title: Talent Management Specialist
FLSA: Non-Exempt
Effective Date: Pending
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No

13. Develop strong relationships with internal customers to develop course materials and receive feedback.
14. Conduct annual I-9 audit.
15. Develop and implement creative and innovative sourcing strategies and techniques to build a pipeline of qualified candidates.
16. Develop training to educate employees and managers on how to recognize, accommodate, and appreciate individual differences and how these can be bridged back to assist in meeting County business plans.
17. Audit diversity training materials for updating and transitioning into e-learning formats.
18. Maintain organizational communications such as bulletin boards and newsletters to ensure employees have knowledge of training and development events and resources.
19. Update all employment-law posters annually and ensure we are maintaining compliance with our affirmative action obligations.
20. Make recommendations for modification to programs, as needed.
21. Exemplifies the desired culture and philosophies of the organization.
22. Work effectively as a team member with the other members of management and the HR staff.

Competencies

1. Business Acumen
2. Communication
3. Global & Cultural Awareness
4. HR Expertise
5. Leadership & Navigation
6. Relationship Management
7. Maintain Confidentiality

Knowledge, Skills, and Abilities

1. Knowledge of current human resource laws
2. Skilled in Microsoft Office Suite
3. Skilled in intermediate reading, writing, math
4. Skilled in conducting research
5. Ability to maintain cooperative working relationships with others in the workplace and the public
6. Ability to communicate effectively verbally and in writing
7. Ability to conduct group training
8. Ability to maintain files, records, and reports
9. Ability to make decisions free from personal bias
10. Ability to maintain confidentiality
11. Ability to multitask, prioritize tasks, and meet deadlines
12. Ability to work under pressure

For Office Use Only

Class Code: 3280
 Class Title: Talent Management Specialist
 FLSA: Non-Exempt
 Effective Date: Pending
 Public Safety: No

Worker's Compensation: Clerical
 Background Level: I
 Safety Sensitive: No
 DOT: No

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

The job operates in a professional office environment. This role routinely uses standard office equipment such as laptop computers, desktop computer, and smart phones, photocopies, electronically files documents, and other presentation materials.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk; hear; stand; walk; sit; use manual dexterity to handle or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell; and reach with hands and arms. The employee must occasionally lift or move up to 20 pounds. Specific vision abilities required the by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Position Type/ Expected Hours of Work

This position is Monday through Friday, between 8:00 a.m. and 5:00 p.m. There is some flexibility, with prior authorization, to flex your time in a 40 hour work week.

Travel

This position requires up to 25 percent travel.

Required Education and Experience

1. Associate's degree in business management or related field. Four years work experience in human resources may be considered in lieu of a formal degree.
2. One year experience in an office setting with human resources such as benefits, recruiting, and payroll.

Preferred Education and Experience

1. Bachelor's degree in business, human resources, or generally-related field.
2. Professional in Human Resource Certification (PHR) or SHRM-Certified Professional (SHRM-CP).
3. One year technical recruiting-related experience.
4. Selected applicants may be subject to, and must pass, a background check.

For Office Use Only

Class Code: 3280
Class Title: Talent Management Specialist
FLSA: Non-Exempt
Effective Date: Pending
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No

Additional Eligibility Qualifications

Current HR certification (see above) or ability to obtain certification within one year of employment.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

For Office Use Only

Class Code: 3280

Class Title: Talent Management Specialist

FLSA: Non-Exempt

Effective Date: Pending

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No